

Western ROP 2: Administrative Appointments	Page 1 of 1
Division of Forensic Science Western Laboratory Regional Operating Procedures	Amendment Designator: A
	Effective Date: Dec 9, 2003
<div data-bbox="656 296 1042 327" data-label="Section-Header"> <h2 style="text-align: center;">2 Administrative Appointments</h2> </div> <div data-bbox="198 327 347 359" data-label="Section-Header"> <h3>2.1 General</h3> </div> <div data-bbox="246 390 1461 449" data-label="List-Group"> <ul style="list-style-type: none"> 2.1.1 This ROP documents the delegation of administrative responsibilities as required by the Division Quality Manual or other Division policies. </div> <div data-bbox="198 480 412 512" data-label="Section-Header"> <h3>2.2 Case Records</h3> </div> <div data-bbox="246 543 1536 785" data-label="List-Group"> <ul style="list-style-type: none"> 2.2.1 Procedures for certification of records are addressed in the QM section 12.7. Designation of the Custodian of Records is required. 2.2.2 Forensic Office Manager, CF135, is appointed Custodian of Records for the Western Laboratory, Division of Forensic Science. 2.2.3 Forensic Administrative Specialist III, CF428, is appointed Alternate Custodian of Records to act in the absence of the Custodian. </div> <div data-bbox="198 816 380 848" data-label="Section-Header"> <h3>2.3 Petty Cash</h3> </div> <div data-bbox="246 879 1536 1184" data-label="List-Group"> <ul style="list-style-type: none"> 2.3.1 Office of the Comptroller policy on Petty Cash (20330) establishes policies and procedures for administration of petty cash funds. All designated personnel shall be responsible for knowledge of their responsibilities under the policy and DFS AOP 8.2.1.8.1. 2.3.2 Forensic Administrative Specialist III, CF428, is appointed petty cash Custodian for the Western Laboratory. 2.3.3 Forensic Office Manager, CF135, is appointed Alternate Custodian to act in the absence of the Custodian. 2.3.4 Forensic Administrative Specialist III, CF349, is appointed petty cash Auditor responsible for receipt and reconciliation of the monthly bank statement. </div> <div data-bbox="198 1215 500 1247" data-label="Section-Header"> <h3>2.4 Receiving Documents</h3> </div> <div data-bbox="246 1278 1510 1614" data-label="List-Group"> <ul style="list-style-type: none"> 2.4.1 AOP 8, section 8.2.1.5 defines signature authorizations for receiving documents for and the handling of receiving documents. 2.4.2 Forensic Administrative Specialist III, CF349, is designated Purchasing Specialist for the Western Laboratory with the following responsibilities: 2.4.3 Maintain copies by vendor of all purchase orders, receiving documents and related records, 2.4.4 Forward all signed receiving documents to the DCJS Finance Center on the same day of receipt, and 2.4.5 Research and respond to DCJS Finance Center Requests for Approval/Information within 3 business days. </div> <div data-bbox="198 1646 461 1677" data-label="Section-Header"> <h3>2.5 Safety Personnel</h3> </div> <div data-bbox="246 1709 1503 1919" data-label="List-Group"> <ul style="list-style-type: none"> 2.5.1 Personnel designations in the Safety Manual provided for the implementation of the Division safety program. 2.5.2 Diane Catley, Forensic Scientist III, is designated as Western Laboratory Safety Officer as specified in the Safety Manual, 2.1.2. 2.5.3 Personnel trained in First Aid and CPR are Diane Catley, Michelle Palmer and Chris McVey. Lyle Shaver is trained in CPR. </div> <div data-bbox="1442 1919 1513 1953" data-label="Text"> <p style="text-align: right;">◆ End</p> </div>	